

## **VACANCY NOTICE**

**REF: SEECEL /VN-01/2014**

South East European Centre for Entrepreneurial Learning (hereinafter referred to as SEECEL) is seeking to recruit a **Director**.

### **ABOUT SEECEL**

The South East European Centre for Entrepreneurial Learning (hereinafter: SEECEL) is an independent, non-profit institution founded in 2009 on the initiative of eight (8) South East European countries (Albania, Bosnia and Herzegovina, Croatia, Kosovo\*, the Former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey) with the full support of the European Commission and the Croatian Government represented by the Ministry of Entrepreneurship and Crafts. SEECEL is also supported by the Croatian Chamber of Economy.

SEECEL is an institution with an international governing board composed of appointed representatives from eight SEECEL member states (one from ministry of education and one from the ministry responsible for the implementation of the Small Business Act for Europe) and representatives of the European Commission's DG Enlargement and DG Enterprise and Industry, the European Training Foundation (ETF), the Regional Cooperation Council (RCC), the Organization for Economic Cooperation and Development (OECD) and the Croatian Chamber of Economy.

SEECEL's mission is to promote the knowledge, conceptual and implementable solutions as well as the network of experts in the field of entrepreneurial learning as a key competence in the countries of South East Europe. The goal of SEECEL activities in this field is to foster competitiveness of small and medium enterprises on national and international level, all in line with key EU policy priorities.

SEECEL is an institution with an international governing board composed of appointed representatives from eight SEECEL member states (one from ministry of education and one from the ministry responsible for the implementation of the Small Business Act for Europe - SBA) and representatives of the European Commission's DG Enlargement and DG Enterprise and Industry, the European Training Foundation, the Croatian Chamber of Economy, the Regional Cooperation Council and the Organization for Economic Cooperation and Development. The EU and Croatian government co-finance SEECEL activities.

### **JOB DESCRIPTION – KEY RESPONSIBILITIES**

The SEECEL Director shall be appointed for a four – year (4) term of office with the possibility of reappointment. Reporting directly to the SEECEL Steering Committee (SC), the successful candidate for the post of the SEECEL Director will be responsible for:

- On the basis of his/her extensive knowledge and international professional experience/know-how in the field of entrepreneurial learning, designing the overall SEECEL

strategy in compliance with the specific needs at the SEE level and with the EU *Acquis*/the EU Open Method of Co-ordination in relevant fields;

- Proposing the adoption of general and specific acts within its scope to the SEECEL SC;
- Pursuant to the adopted SEECEL strategy, organising and managing the work and business activities of SEECEL, i.e. overseeing the execution of annual work programmes, financial management and human resource management;
- Taking all legal actions on behalf and on the account of SEECEL;
- Ensuring overall development of SEECEL as a centre of expertise by promoting the sharing of expertise with an emphasis on translating EU policies into new approaches in entrepreneurial learning at the SEE level as well as by developing a pool of expert teams and individual experts to provide inputs on specific issues of the interest to SEECEL;
- Promoting multi-stakeholder dialogue at the strategic level to enhance awareness and knowledge in the field of entrepreneurial learning, including the creation of sustainable SEE networks and communities of practice;
- Performing other activities defined by legal regulations, the SEECEL Statute and general/specific acts of SEECEL and issue related obligatory instructions.

#### **REQUIRED QUALIFICATION AND EXPERIENCE**

- Have a university degree in Law, Geography or Social Sciences;
- At least fifteen (15) years of work experience, and out of those at least two years of work in an EU institution as an expert in the field of entrepreneurial competences development;
- At least two (2) years of work experience on managing positions.

#### **REQUIRED KNOWLEDGE AND SKILLS**

- Excellent oral and written command of English language (equivalent to at least C1 level as defined in the Europass CV instructions);
- A satisfactory understanding of several national languages spoken in the SEE region to the extent necessary for establishing basic communication with relevant SEECEL's counterparts;
- Proven capacity to use computerised office tools (especially MS Office applications such as Word, Excel and databases);
- Excellent organisational skills, ability to work under pressure with accuracy and meet tight deadlines;
- Flexibility and ability to work and communicate well within a team in an international and multi-cultural environment;
- Extensive knowledge of the EU *Acquis*/EU Open Method of Co-ordination in the field of education and entrepreneurship, most notably in the field of entrepreneurial learning (ISCED 0-6 levels) – general knowledge of other global models (e.g. USA, Australia) in the field of entrepreneurial learning /entrepreneurship education is considered to be an asset;
- Demonstrable knowledge of national policies/strategies and best-practice examples in the field of entrepreneurial learning in each of the SEE countries involved – general knowledge of national policies in other EU partner countries, e.g. Euro-Mediterranean region, would be an asset;
- Proven skills in designing, planning and implementing policy instruments in the field of education/entrepreneurial learning, including development of tailor-made policy indicators and other relevant analytical tools;
- Practical skills in carrying out comprehensive country assessments in the field of education and/or entrepreneurial learning – direct involvement in relevant exercises within the

framework of the Small Business Act for Europe (SBA) and/or EU pre-accession programmes (CARDS, Phare, IPA) is considered to be an asset;

- Proven skills in developing and fostering both “top-down” and “bottom-up” approaches in the field of education/entrepreneurial learning, including the development of the knowledge management systems and diverse communities of practice;
- Good knowledge of the EU IPA programme (including the IPA Component 3/IPA Component 4 and the IPA Multi-beneficiary envelope) as well as relevant EU Community Programmes (e.g. Lifelong Learning Programme, Tempus, Youth in Action, Competitiveness and Innovation Programme, 7<sup>th</sup> Framework Programme);
- Excellent knowledge of the European Union and the European Commission, most notably of the Directorate General (DG) Enlargement, the DG Education and Culture and/or the DG Enterprise and Industry;
- Proven experience in working for the international bodies in the field of life-long entrepreneurial learning;
- Good knowledge and experience in the field of knowledge management;
- Very good knowledge of the socio-economic context of the SEE countries and general reforms undertaken in the course of the last decade.

### **OTHER ELIGIBILITY CRITERIA**

To be considered eligible, applicants must satisfy the following requirements on the closing date for the submission of applications:

- Be a national of the Republic of Croatia.

### **SELECTION PROCEDURE**

Interested candidates are invited to send their applications in English language, including:

- A curriculum vitae (CV) in Europass CV format or in the standard EU format for experts - other formats will not be considered;
- A photocopy of the Employment history/Work Record Card;
- A photocopies of relevant diplomas or Copies of relevant diplomas, certificates and documentary evidence of professional experience skills (including the letters of recommendation);
- A photocopy of the Certificate of Nationality (*Domovnica*);
- Relevant documentation which proves the work experience in the EU institutions and work experience on managing positions;
- A proposal of the framework work programme of the South East European Centre for the three year period;
- Certificate of No Conviction (*Potvrda o nekažnjavanju*), not older than 6 months.

The complete applications together with evidence that all requirements are satisfied must be delivered no later than eight (8) days from the date of announcement in the Official Gazette to the following address:

South East European Centre for Entrepreneurial Learning  
Selska 217/IV  
10000 Zagreb

The envelope must clearly quote the reference number of this Vacancy Notice: **SEECEL/VN-01/ 2014**.

Applications sent by any other means (e.g. by fax or by hand delivery) or delivered to other addresses will be rejected.

The deadline for the submission of applications is 30 January 2014 as evidenced by the date of dispatch, the postmark or the date of the deposit slip.

Failure to comply with one of the above formal requirements will result in the immediate disqualification of the applicant.

Incomplete and late applications will not be considered.

Only the short-listed candidates will be invited for an interview.

Selection process for the appointment of the SEECEL Director will be co-ordinated by the specially appointed Selection Committee. It will consist of:

- Two representatives of the SEECEL Steering Committee;
- A legal expert.

Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications. Eligible candidates whose application shows evidence of all required qualification/experience and knowledge/skills may be invited for an interview, which will be both in Croatian and English language. Only the short-listed candidates will be invited for an interview.

SEECEL's human resources policies and actions are based on a number of distinctive values / standards, which contribute to making SEECEL a modern administration:

- Efficiency;
- Knowledge sharing;
- Transparency;
- Ethics and conduct;
- Equal opportunities;
- Application of modern Information and Communication Technologies;
- Environmental friendliness;
- Multilingualism.

In line with those values/standards, SEECEL encourages all qualified candidates to apply.

This competition respects the rule of gender equality.